

COUNCIL SERVICES AND RECORDS MANAGER

DEFINITION:

Under administrative direction of the City Manager, provides responsible staff support to the City Council, City Manager and various Boards and Commissions; acts as custodian of official City records and directs the development and implementation of a comprehensive City-wide records management system; performs related work as required.

CLASS CHARACTERISTICS:

This is a department director level position, with full responsibility for managing the activities of the department. This class fulfills a dual role in the City administrative structure. As Council Services and Records Manager, the incumbent follows-up on Council requests, conducts studies, completes projects, prepares reports as requested by the City Manager and serves as the office manager for the Administration Department. Successful performance of the work requires the ability to independently manage subordinate staff and implement programs in conformance with general policy guidelines, standards, appropriate laws, codes and regulations. In addition, the Council Services and Records Manager serves in the role of Deputy City Clerk.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the City Clerk's Office.
2. Plan, organize, assign, direct, review and evaluate department activities.
3. Prepare and direct the distribution of Council agenda materials.
4. Attend meetings, take notes and prepare minutes of proceedings.
5. Follow-up as requested after Council meetings to ensure that appropriate actions are taken, questions answered and individuals notified.
6. Develop and maintain a City-wide, computer-based records management system.
7. Is the official custodian of public records such as ordinances, resolutions, contracts, deeds, agreements, and other official materials.
8. Answer questions regarding City activities, policies and regulations.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Distribute and process election documents.
10. Coordinate the formation of assessment districts.
11. Prepare and monitor the budget for the City Clerk's Office.
12. Coordinate official filing for FPPC documents.
13. Select, evaluate and assign work to department personnel and provide for their training and professional development.
14. Be responsible for the morale and productivity of department staff.
15. Interpret City and Department policies and procedures to department employees.
16. Provide varied staff assistance to the City Manager, including representing City Manager in meetings with the public, obtaining information from various departments and conducting studies and projects related to any City function as directed.
17. Coordinate department activities with those of other City departments to ensure completion of the work.
18. Serve as Secretary to the Morgan Hill Redevelopment Agency.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Maintain lists of all appointive personnel.
2. Accept and direct the processing of incoming/outgoing mail.
3. Serve as Office Manager for the Administration Department and train and direct the work of office support staff.
4. May serve as Acting City Manager in City Manager's absence.
5. Perform related work as required.

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QUALIFICATIONS:

Knowledge of:

1. The functions and role of a Council/Manager form of government, and the organization of typical services provided by a municipal government.
2. Records management and filing principles and practices.
3. Standard office administrative practices and procedures, including business letter writing and business mathematics.
4. Correct English usage, including spelling, grammar, punctuation and vocabulary.
5. Budgetary practices and principles.
6. Election procedures and current FPPC requirements.
7. Supervisory principles and practices.
8. Program evaluation principles and methods.

Skill in:

1. Providing varied administrative support to the City Council, the City Manager and the Redevelopment Agency.
2. Personal computer operations and word processing applications.
3. Conducting analytical studies, evaluating alternatives and making sound recommendations.
4. Organizing and maintaining a variety of files, including a computer-based records management system.
5. Composing resolutions, minutes, correspondence and preparing other written materials from brief oral or written instructions.
6. Analyzing situations accurately, using independent judgment and adopting effective courses of action.

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Skill in (continued):

7. Using tact and discretion in establishing effective working relations with City Council, staff, and others.
8. Organizing work, setting priorities and following-up on matters and meeting critical deadlines.

Ability to:

1. Use initiative and sound independent judgment within established guidelines.
2. Communicate orally and in writing in a clear, concise and convincing manner.
3. Interpret and explain complex ordinances, rules and policies.

JOB REQUIREMENTS:

1. Equivalent to graduation from a four-year college with a Bachelor's degree in public administration, political science, or other related field of study.
2. Additional responsible administrative experience with a municipal agency may be substituted for the required education on a year-for-year basis to a maximum of two years.
3. Three years of experience as a City Clerk or other similar experience which has included high-level administrative responsibilities, personnel and budgeting experience and significant public contact experience.
4. One year of management level experience which has included the supervision of subordinate staff.
5. Attention to detail is essential.
6. Possession of a valid California Class C driver's license in accordance with adopted City driving standards.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines

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MACHINES/TOOLS/EQUIPMENT UTILIZED (continued):

5. Tape recorders
6. Automobile
7. Telephone
8. Keys to City locks
9. Gasoline pumps

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Speed in using office equipment
7. Lifting up to 20 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 80% of the time
Travel: varying conditions, 20% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels